

## New ZAP4 Report

July 1, 2006

ASC has made changes to the ZAP4 report - General Ledger Open Items with Fund - to improve functionality.

You will need to re-create any variants that were deleted. The ASC-created selection and display variants for the GRIR Clearing account have been re-created.

The new selection screen has a few changes from the old one:

Field	Value	to	Search Icon
G/L Account	<input checked="" type="checkbox"/>		
Company Code	ARK		
Document Number			
Document type			
Fiscal Year			
Business Area			
Posting Period			
Reference			
Assignment			
Fund			

“**G/L Account**” is now a required field. You must enter at least one GL account.

“**Assignment**” has been added. This field will be particularly useful for reporting on the GR/IR Clearing Account open items.

When you have made your selections (and saved them as a variant if you choose), click the “Execute” button.



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There are also additional fields available on the report.

General Ledger Open Items With Fund								
CoCd	DocumentNo	Type	Year	BusA	G/L Account	Period	Posting Date	Entered on
ARK	50722108	WE	2005	0645	2111001000	11	05/12/2005	05/12/2005
ARK	48004834	KP	2005	0710	2111001000	12	06/16/2005	06/16/2005
ARK	50572544	WE	2005	0645	2111001000	2	08/26/2004	08/26/2004
ARK	50587445	WE	2005	0645	2111001000	3	09/22/2004	09/22/2004

Reference	Assignment	Fund	Funds Ctr	RefDocumnt	Cost Ctr	Order
	450023510300020	BAA0100	361	5000728190		
GRIR CLEANUP	450023609500010	PWP3500	896	5400003008	418026	10710K303
	450029346700020	BAA7400	361	5000578159		
	450029346700020	BAA7400	361	5000593212		

WBS Elem.	Cmmt item	Text	User name	Σ Amount
	502:00:02		FSKATSARAS	191.93
	506:00:10		MAWINZERLING	47.00
	506:00:10		CMGASTON	55.83
	506:00:10		LSJONES01	10.53

The new report includes:

- Posting Date
- Entered on (entry date)
- Funds Center
- Reference Document
- Cost Center
- Order
- WBS Element
- Commitment Item
- Text (line item text)
- User name

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The other major addition is drill-down functionality. You can double-click on any field that contains data and get to the FI document.

ZAP4 should be used only for general ledger accounts that are Open Item Managed in FI, meaning they go through a clearing process; such accounts include, but are not limited to, Cash in Bank and Cash in State Treasury accounts, the GR/IR Clearing account, and Cash Journal accounts.

Only balance sheet accounts, meaning accounts that begin with a 1, 2 or 3 can be Open Item Managed, but not all of them are. You should never use a revenue or expense account (accounts that start with a 4, 5 or 6) with this report.

You can get a list of Open Item Managed general ledger accounts from the ZGLQ or S\_KI4\_38000036 (K-letter "I"-4) reports.

ZAP4 supports General Ledger accounts only; it cannot be used for Vendor, Customer or Asset accounts.